

Public Facilities Fund Application

Overview & Instructions

2003

Small Cities Community Development

Block Grant Program

State of New Jersey

James E. McGreevey, Governor

Department of Community Affairs

Susan Bass Levin, Commissioner

Small Cities Community Development

Block Grant Program

Public Facilities Fund

Overview & Instructions

2003

***Administered by
New Jersey Department of Community Affairs
Division of Housing and Community Resources***

**For Information Concerning The Small Cities CDBG Program
Please Contact:**

**Department of Community Affairs
Division of Housing and Community Resources
101 South Broad Street
PO Box 806 (5th Floor)
Trenton, New Jersey 08625-0806**

**Attention: Small Cities Administrator
(609) 633-6278**

OR

Go to:

www.state.nj.us/dca/dhcr/smallcities.htm

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PUBLIC FACILITIES FUND
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PUBLIC FACILITIES FUND

Description of the Small Cities CDBG Public Facilities Fund

The Public Facilities Fund is designed to assist projects for essential public facilities that will primarily benefit people of low and moderate income.

Public facilities include, but are not limited to:

- Buildings serving senior citizens and/or other eligible groups
- Road reconstruction
- Water supply and sewer facilities
- Flood control and drainage facilities
- Neighborhood facilities
- Renovation of closed school buildings
- Removal of barriers that impede access to public buildings by the handicapped

Assistance to construct or improve buildings used for the conduct of government (e.g., municipal buildings, police headquarters) is specifically excluded, except for removing architectural barriers that impede access and use by people with physical disabilities.

For a complete list of eligible activities see pages 6 and 7 of the **2003 Final Plan for the Distribution of Small Cities CDBG Funds** or call (609) 633-6278.

Size of Awards

Awards from the Public Facilities Fund may not exceed \$400,000, unless the Department accepts compelling reasons set forth by the applicant.

Distribution of Funds

Applications to the Public Facilities Fund will be accepted only once during the program year. You may apply to the other Small Cities Program funding categories even if you have applied for and received a grant from the Public Facilities Fund.

Eligible Applicants

Only units of local government (municipalities and counties) may apply for funding. Eligible municipalities and counties are listed on pages 13 through 15.

Application Deadline - September 5, 2003

Matching Requirements

Applicants to the Public Facilities Fund must match a portion of the grant. The size of the match is determined by the applicant's Municipal Distress Index (MDI). (See pages 13-15.) Matching requirements not met in the form of a cash contribution must be consistent with established Departmental standards (see **NOTE** in Instruction 11 on page 10).

<u>MDI Rank</u>	<u>Match Required</u>
0-100	10%
101-200	20%
201-300	30%
301-400	40%
Over 400	50%

Public Hearings

At least one public hearing must be held prior to the submission of a Small Cities application. The requirements are explained in Instruction 14 (Pages 11 and 12) and a sample hearing notice is included in the Application Forms package.

Applications that do not include evidence of compliance with public hearing requirements will be rejected.

Compliance with National Objectives

Applicants must document how each activity for Small Cities assistance addresses at least one of the national objectives of the Housing and Community Development Act of 1974, as amended:

- (1) primarily benefit people of low and moderate income
- (2) prevent or eliminate slums or blight
- (3) address an urgent need of recent origin when no other funds are available

If your application is intended to primarily benefit people of low and moderate income, please follow Instruction 5 (pages 7-8). If you are claiming either 2 or 3, contact the Small Cities Unit at (609) 633-6278 for guidance.

Community Development and Housing Needs Statement

To be considered for assistance from the Public Facilities Fund, applicants must provide a **Community Development and Housing Needs Statement**, consisting of three components--community development needs, housing needs, and status of applicable land use plans (see Instruction 4, page 6 for details).

Selection Criteria

Municipal Distress

This factor has already been calculated for each municipality and county.

Program Impact

- a. The number of low-and moderate-income persons benefiting, the total number of people benefiting and the percentage of the applicant's population that is of low and moderate income; and
- b. The extent to which the applicant clearly identifies and documents the problem to be addressed and proposes an appropriate solution.

Readiness to Proceed

An applicant's readiness to implement a proposed project may be demonstrated by providing with the application documents that are only required after a Small Cities grant is awarded. These documents include: a citizen participation resolution, a Statement of Actions to Affirmatively Further Fair Housing, a grant management plan, certification of matching funds, an environmental review record, and project bid specifications.

Only one copy of each document is required. Each document must be clearly labeled and should accompany the original copy of the application.

Leveraged Funds

If funds from other sources will only be available to the applicant if Small Cities funds are awarded, documentation must be provided in the application.

Submission Requirements

One original and two copies of your application must be submitted to the Department on or before **September 5, 2003**. If mailed, the postmark will date the submission. If a courier service is used, the date on the receipt will date the submission.

Mail or deliver your original and three copies to:

Attention Small Cities Unit, 5th Floor

New Jersey Department of Community Affairs
Division of Housing and Community Resources
101 South Broad Street
PO Box 806
Trenton, NJ 08625-0806

Submit your original application in a loose-leaf binder. The words, **Public Facilities Fund**, must be written on the front cover. The two copies may be bound in a loose-leaf or other type of binder. Type your application on 8 1/2 by 11 inch paper. Place dividers between the sections of your application and label them to correspond with the Table of Contents.

A Table of Contents (PF Form 1) and necessary forms have been provided for your use. Use the Table of Contents and present your forms and program description **in the exact order given in PF Form 1**. Where appropriate, insert your own pages and title them with the headings from the Table of Contents. Use all the forms that have been provided. Use the Table of Contents as a checklist to be sure you have submitted or accounted for all the information requested.

On the following pages, there are 14 Instructions, one for each item in the Table of Contents. Please respond to each item, writing "N.A." if an item is not applicable to your proposal. Forms are included in the Application for some, but not all, items. Each instruction indicates whether or not a form should be used.

Specific Instructions

1. Table of Contents *(Use Form PF-1)*

Place this sheet immediately following the Title Page of your application. Type in the page numbers after your application is complete. Keep your application in the order shown.

2. Project Summary *(Use Form PF-2)*

Fill in the information requested on the Project Summary. Describe and quantify each activity you list -- e.g., reconstruct 600 linear feet of Main Street, construct a senior citizens center, remove architectural barriers in Town Hall.

3. Documentation of Needs and Costs *(No Form)*

Describe:

- a. The problem your proposed project will address. How long the problem has existed and how it developed. Be specific.
- b. The extent to which the proposed project provides a long-term solution to the problem you have identified. Indicate the source of operating expenses for new facilities (e.g. senior centers, community centers).
- c. Deficiencies with a certification from a qualified person or persons who is /are not employed in any manner by the applicant. This person must address the specific problem or problems that you have identified and intend to correct with the Small Cities funds requested. If your project will address a severe situation affecting the health or safety of the residents of the service area, evidence from qualified and independent sources must be included in this section.
- d. Document costs with a certification from a person qualified in the field, such as an architect or engineer. Include a copy of a cost estimate on the letterhead of the qualified person and bearing the signature of the person. This documentation must be included in this section.

Since the Davis-Bacon and NJ Prevailing Wage Acts apply to projects assisted with Small Cities funds, whoever provides the cost estimates must certify in writing, by signature, that prevailing wage rates were used in developing the estimate.

Where acquisition of real property is part of the project, the applicant must certify, by signature, control of the site (e.g. ownership of title, option agreement, contract of sale).

4. Community Development and Housing Needs Statement *(No Form)*

Applicants must provide a **Community Development and Housing Needs Statement** consisting of three components -- community development needs, housing needs and applicable land use plans.

Community Development Needs

In preparing this component of the Statement the applicant must address at least the following categories:

- a. Non-residential development (e.g., commercial, major employers, business recruitment strategies)
- b. Parks and recreation facilities and open space areas
- c. Infrastructure (e.g., water supply, wastewater, transportation network)
- d. Public buildings (e.g., senior/community centers, schools, libraries)

If there is no need for improvement in any category, the applicant must provide supporting evidence. Where there are particular needs -- even if they are not addressed through this Small Cities application -- the applicant must describe each need identified, the source of the information provided, the affect on people of low or moderate income, and identify actions taken or proposed to address the need.

Housing Needs

In preparing this component of the Statement, the applicant must address at least the following categories: rental housing, manufactured housing, existing owner-occupied housing stock, and impediments to new affordable housing development. If there is no need for action to improve conditions in any one category, the reason for that conclusion must be indicated. Where needs are identified, each must be described, information sources and the affect on people of low or moderate income indicated, and actions taken or proposed to address the need presented. The applicant must also indicate the date of the most recent housing element or comparable study and the applicant's current COAH status.

Status of Planning

In this component of the Statement, the applicant must address the status of planning by the applicant and by each participating unit of government (in cases where more than one municipality is included within the scope of the proposed program). Information presented must include the following:

- The date of the most recent master plan adoption or re-evaluation;
- The relationship of local/county plans to higher level plans (e.g., Pinelands Plan, State Development and Redevelopment Plan, endorsed plans); and
- The relationship of the proposed project to the plans identified.

5. Benefit to Low and Moderate Income People *(Use PF-5 Calculation Form & Worksheet)*

The calculation of your project's benefit to low and moderate income people is a two-step process. First the percentage benefit must be calculated for each activity. Then the separate calculations must be combined to obtain a percentage benefit for your Public Facilities project as a whole.

Definition of Low and Moderate Income

Low and moderate income people are those having incomes not more than the "moderate income" level set by the federal government for the HUD assisted Housing Program. This income standard is adjusted annually and varies by household size and by metropolitan statistical area. The most recent standard is included in **Application Forms**.

Benefit Requirements

For each activity principally benefiting low and moderate income people the applicant must document that:

1. Those served by the activity are presumed to be low and moderate income (e.g., removing architectural barriers in public buildings, developing centers for senior citizens); OR
2. At least 51% of the people in an area served by the activity are of low and moderate income .

Areawide Documentation *(Required only if claiming Number 2 above)*

To document that the activity primarily benefits people of low and moderate income, the applicant must determine the area that will be served by each activity and submit one or more **maps** that clearly show the following:

- a. Extent of the facility service area;
- b. Location of specific structures and facilities to be assisted with Small Cities Program funds;
- c. Names of streets within the facility service area;
- d. All structures by use (e.g., residential, commercial, vacant); and
- e. Census tracts and block groups and their boundaries within which part or all of the facility service area is located.

Document each claim for areawide low and moderate income benefit with the most recent US Census data or with a current income survey of area residents. Surveys must be conducted within 24 months of the application's submission.

Census: If the area that will benefit is the entire municipality or a discrete Census area, submit the low and moderate income percentage of that Census area. You may obtain low and moderate income percentages from the Small Cities Unit, if you identify the specific Census area(s) in which the proposed activity is to take place.

Note: If the area of benefit is smaller than the smallest Census area, you may still use Census information rather than conduct a survey IF the area of benefit contains at least 50 percent of the total number of people residing in the complete Census area.

Survey: If the service area cannot be described with Census data, you must conduct an income survey using the *Low/Moderate Income Benefit Worksheet* and *Income Survey Form* included in **Application Forms**.

Fill out *Form PF-5*, performing the calculations indicated by the arithmetic signs above the columns (A divided by B = C multiplied by D = E). Include only the activities to be funded by the Small Cities Program. Do not include planning or administration.

The Small Cities Program staff will evaluate the low and moderate income benefit claims for each activity. Any activity that fails to meet the statutory requirements will be eliminated from the project.

All applicants must include:

- *A completed form PF-5; and*
- *Required maps.*

Applicants using surveys must also include:

- *One set of survey forms accounting for each housing unit in the service area (including vacant and seasonal units);*
- *Summary of survey results presenting by household size the number of people who are above and below income; and*
- *A completed low / moderate income benefit worksheet.*

6. Prevention or Elimination of Slums or Blight (No Form)

Applicants who claim that their activities meet the national objective of preventing slums or blight (rather than claiming benefit to low and moderate income people) must document that the activities proposed will be carried out in an “area in need of redevelopment,” established in accordance with the New Jersey Local Redevelopment and Housing Law (NJSA 40A:12A).

If you intend to make this claim, contact the Small Cities Unit at (609) 633-6278 prior to submitting your application.

7. Project Schedule (No Form)

Prepare a project schedule that shows the proposed starting date, duration, and completion date of each activity. For example, indicate when specifications will be developed, when bids awarded, and when actual construction and final inspection will occur.

The schedule should refer to weeks and/or months following grant award rather than to actual dates. Please note any activities that are subject to time constraints, such as construction that must be done in warm weather or the expiration of a purchase option.

8. Other Funds *(Use Form PF-8 and Appropriate Documentation)*

List the activities in this project that will be funded in whole or in part from sources, either public or private, other than the Small Cities Program. Include only other funds that are specifically committed to this public facilities project.

Verify the commitment of other funds with documentation from the each source stating the amount, terms, conditions and duration of the commitment relating to this project.

Applicants must show the amount of the match required (see page 2), their source, and their intended use in carrying out the proposed activities.

9. Recaptured Funds *(No Form)*

List all program income recaptured from prior Small Cities Program grants (e.g., housing rehabilitation, economic development), describe any activities carried out with recaptured funds, and indicate the amount of recaptured funds currently available.

10. Grant Management *(No Form)*

Describe how you plan to manage your Small Cities grant using the following headings:

Project Management:

Identify one person, ***either an employee or elected official***, as Project Director. This person will be responsible for overseeing all grant activities and will certify that monthly fiscal and program progress reports are accurate.

Identify one person as Project Coordinator. This person will be responsible for the day-to-day administration of the program. The Project Coordinator may be an employee or consultant hired by the Grantee for this purpose, but may not be the Project Director.

Fiscal Management:

Identify the name, title, credentials, and experience of the person who will be responsible for the fiscal administration of the grant.

Staff:

Indicate the persons who will staff the program (existing staff, consultant) and what their title and duties will be.

Identify any professional services you plan to contract for, such as consultants and attorneys. Indicate why they are needed and how their services will be used.

11. Budget (*Use Form PF-11*)

Using the following guidelines, prepare a budget for your Small Cities project that includes ONLY Small Cities funds. If your project is funded, this information may be used to prepare a grant agreement.

BUDGET GUIDELINES

PART I: PROGRAM ADMINISTRATION

Personnel: List personnel who will be administering the program by title. Include salaries and wages and fringe benefits, as applicable.

Consultant and Contract Services: Include administrative consultants, legal services, and other contract services. Do not include maintenance, janitorial services, equipment or non-professional services.

PART II: PROGRAM ACTIVITIES

List personnel by title and consultants by name, if known, who will be working directly on specific program activities, such as engineers and architects.

List each program activity; e.g., public facilities construction/reconstruction.

NOTE: If an award is made, it may be necessary to explain why consultant and contract service fees exceed standards established by the Department. These standards are:

- 10% of programmatic costs for engineering or design (including inspection services); and
 - 4% of the grant award for a full administrative consultant services agreement (including preparing the Environmental Review Record and other compliance documents and reports to the Department; assuring labor standards compliance; and participating in monitoring visits by the Department).
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12. Resolution of Governing Body *(Use Form PF-12)*

A Resolution of the Governing Body must be duly executed. The original application must have an original signature and raised seal of the locality. Please use Form PF-12.

13. Audit Report *(No Form)*

A copy of the applicant's "Findings and Recommendation" section of the latest annual audit must be included with the application. If there are any findings concerning the Small Cities Program or other Division of Housing and Community Resources programs, include a statement, signed by the Chief Elected Official, outlining actions that are being taken to correct them.

14. Public Hearings *(No Form)*

All applicants must hold at least one public hearing prior to the submission of any application, **even if the application has been submitted before.** The purpose of this hearing is to discuss community development and housing needs and to develop proposed activities for Small Cities funding. If an award is made, a second public hearing will be required to review program performance.

The first public hearing must be held at least 20 days before the application is submitted to the Department.

Each hearing must be held at a time and in a location convenient for actual or potential beneficiaries and with accommodations for the handicapped. If the area includes a significant number of non-English speaking residents, the advertisement and conduct of the hearing must facilitate their participation.

The hearing advertisement must appear at least 7 days prior to the hearing, **as a Display (non-legal) advertisement**, within a paper of general circulation serving the applicant's jurisdiction.

Federal regulations require that such advertisements must include at least the following information:

1. The amount of funds expected to be available for the current fiscal year;
2. The range of activities that may be undertaken with CDBG funds;
3. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons;
4. A description of any proposed activities likely to result in the displacement or relocation of people; and
5. The name and address of the local official to whom written statements may be submitted regarding the applicant's proposal.

The Public Hearing Announcement must also inform citizens that comments regarding the application may be submitted to the New Jersey Department of Community Affairs, Small Cities Unit, PO Box 806, Trenton, NJ 08625-0806, during the ten days following the hearing. A model hearing notice is included in the Application Forms package.

Copies of the published notice, proof of publication, and hearing minutes must be included as part of the application.

Applications that do not include evidence of compliance with public hearing requirements will be rejected.

2003 Eligible Small Cities Municipalities & Counties

(With Municipal Distress Index Ranking (MDI))

<u>Atlantic County</u>	<u>MDI Rank</u>	<u>Cumberland County</u> (Cont'd)	<u>MDI Rank</u>
Egg Harbor City	73	Hopewell Township	184
		Lawrence Township	30
<u>Burlington County</u>		Maurice River Township	49
Beverly City	36	Shiloh Borough	44
Burlington City	101	Stow Creek Township	100
Chesterfield Township	325	Upper Deerfield Township	80
Hainesport Township	217		
Palmyra Borough	109	<u>Hunterdon County</u>	
Pemberton Borough	63	Alexandria Township	504
Pemberton Township	76	Bethlehem Township	500
Riverside Township	96	Bloomsbury Borough	380
Wrightstown Borough	114	Califon Borough	484
		Clinton Town	498
<u>Camden County</u>		Clinton Township	524
Gloucester City	15	Delaware Township	479
Pine Valley Borough	473	East Amwell Township	521
Tavistock Borough	557	Flemington Borough	219
		Franklin Township	357
<u>Cape May County</u>		Frenchtown Borough	306
Avalon Borough	421	Glen Gardner Borough	301
Cape May City	202	Hampton Borough	233
Cape May Point Borough	343	High Bridge Borough	325
Dennis Township	259	Holland Township	375
Lower Township	223	Kingwood Township	356
Middle Township	144	Lambertville City	418
North Wildwood City	170	Lebanon Borough	511
Ocean City	245	Lebanon Township	403
Sea Isle City	370	Milford Borough	436
Stone Harbor Borough	455	Raritan Township	524
Upper Township	350	Readington Township	515
West Cape May Borough	309	Stockton Borough	458
West Wildwood Borough	310	Tewksbury Township	510
Wildwood City	29	Union Township	541
Wildwood Crest	254	West Amwell Township	416
Woodbine Borough	86		
		<u>Mercer County</u>	
<u>Cumberland County</u>		East Windsor Township	342
Commercial Township	23	Ewing Township	347
Deerfield Township	28	Hightstown Borough	90
Downe Township	55	Hopewell Borough	431
Fairfield Township	83	Hopewell Township	531
Greenwich Township	21	Lawrence Township	472
		Pennington Borough	438
		Princeton Borough	374

<u>Mercer County (Cont'd)</u>	<u>MDI Rank</u>	<u>Somerset County</u>	<u>MDI Rank</u>
Princeton Township	446	Watchung Borough	516
Washington Township	556		
West Windsor Township	535	<u>Sussex County</u>	
<u>Monmouth County</u>		Andover Borough	269
		Andover Township	302
Little Silver Borough	520	Branchville Borough	334
		Byram Township	437
<u>Morris County</u>		Frankford Township	326
		Franklin Borough	158
Dover Town	27	Fredon Township	385
		Green Township	423
<u>Passaic County</u>		Hamburg Borough	267
		Hampton Township	409
Bloomington Borough	263	Hardyston Township	320
Haledon Borough	156	Hopatcong Borough	298
Hawthorne Borough	314	Lafayette Township	316
Little Falls Township	461	Montague Township	266
North Haledon Borough	358	Newton Town	110
Pompton Lakes Borough	332	Ogdensburg Borough	250
Prospect Park Borough	67	Sandyston Township	292
Ringwood Borough	333	Sparta Township	442
Totowa Borough	407	Stanhope Borough	225
Wanaque Borough	198	Stillwater Township	187
West Milford Township	228	Sussex Borough	57
West Paterson Borough	367	Vernon Township	369
		Walpack Township	195
<u>Salem County</u>		Wantage Township	311
Alloway Township	347	<u>Warren County</u>	
Carneys Point Township	72		
Elmer Borough	118	Allamuchy Township	401
Elsinboro Township	167	Alpha Borough	125
Lower Alloways Creek Twp.	181	Belvidere Town	75
Mannington Township	99	Blairstown Township	379
Oldmans Township	162	Franklin Township	244
Penns Grove Borough	6	Frelinghuysen Township	389
Pennsville Township	215	Greenwich Township	360
Pilesgrove Township	304	Hackettstown Town	153
Pittsgrove Township	169	Hardwick Township	353
Quinton Township	58	Harmony Township	196
Salem City	34	Hope Township	235
Upper Pittsgrove Township	262	Independence Township	383
Woodstown Borough	69	Knowlton Township	210

<u>Warren County (Cont'd)</u>	<u>MDI Rank</u>
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Liberty Township	303
Lopatcong Borough	287
Mansfield Township	242
Oxford Township	87
Phillipsburg Town	24
Pohatcong Township	201
Washington Borough	135
Washington Township	340
White Township	327

<u>Eligible Counties</u>	
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Cape May County	261
Cumberland County	56
Hunterdon County	427
Mercer County	373
Passaic County	267
Salem County	151
Sussex County	290
Warren County	248